

SECTION 12. CLOSE-OUT PROCESS

12.1 Close-Out (CLO). The Close-Out Process reviews everything done since the last Close-Out. It sends transactions to SARSS1, SARSS2A, SARSS2B, wholesale, and customer units; purges old records from selected files; prints reports and listings; backs up files; and initializes or redistributes file space.

a. Close-Out is normally run at the end of the workday, but can be run at any time with minimal intervention.

b. The process runs only from the SARSS1 file server. The workstations must log off; failure to do so can result in loss of the last transactions entered to the system.

c. During Close-Out, the following processes and functions run in the sequence shown.

12.1.1 Pre-Close-Out Files Review. The process reviews the Suspense File for requests or receipts requiring a Catalog Record to be built. It reviews the Transaction-Out File for transactions awaiting transmission to other activities. It also checks the print counters for reports waiting to be printed. If any of these processes or functions are pending, you can process them at this time. To process any of these transactions, however, you must exit Close-Out.

12.1.2 Trans-In. When Close-Out begins, the process reviews the Transaction-In File for any transactions to be processed. If it finds any, it processes them at that time.

12.1.3 Net Assets/Excess/Replenishment. When the Net Asset Flag is set on a stock number, this process reviews the Due-Out File and compares it with assets on hand to see if any due-outs can be issued. Then it will issue the due-out, providing it is not a controlled item. The system also reviews the on-hand quantity plus due-ins minus due-outs to determine the net asset position. It compares this to the RO of the stock number to determine if an overage or shortage exists. It initiates replenishment for shortages, and initiates the Automatic Follow-Up Process on each flagged NIIN with Activity Records. It also produces an overaged shipment transaction (YIL) for SARSS2A for any overdue excess due-in transaction (YIC), and initiates an inventory for lines meeting the parameter set for days between inventory.

12.1.4 Review Suspense File. Close-Out reviews the Suspense File and creates a report by transaction. Depending on the Suspense Code assigned, it takes appropriate action on these transactions.

12.1.5 Duplicate Document Number File. The process purges the Duplicate Document Number File, based on the number of days set on the parameter.

12.1.6 Purge Input/Output Log. The process purges the Network Router Input and Output Journal Files of all files that have been on the system for more than 60 days.

12.1.7 Purge Customer Catalog File. The process purges the Customer Catalog File of all NSNs that have not had any customer requests within the last year.

12.1.8 Purge SNR Journal File. The process purges the SNR Journal File of all records that are more than 10 days old.

12.1.9 Review Inventory Control File. The process reviews the Inventory Control File for any delinquent counts and generates a Delinquent Count Report for any that are overdue.

12.1.10 Purge Doc History Files. The process purges the document history directory of all records with a date older than 10 days.

12.1.11 Produce Supply Performance Report. The process formats the Supply Performance Statistics and Daily Transaction Statistics and sends them to the Printer Queue and the Transaction-Out File for transmission to SARSS2A.

12.1.12 Backup Master Files. The process backs up all master files. This backup is filed and may be used to recover your master files if any system problems are encountered.

12.1.13 Close-Out Customer-Out Process. The process reviews the Customer-Out File for any transactions. If it finds any, it runs the Close-Out Customer-Out Process to forward transactions to the appropriate customers.

12.1.14 Close-Out Transactions-Out Process. The process reviews the Transaction-Out File for any transactions. If it finds any, it runs the Close-Out Transactions-Out Process to forward transactions to the appropriate activities.

12.1.15 Produce SARSS1 Transaction-Out File Report. This process provides two basic options: Print the report in NIIN, DIC, or document number sequence; or delete report without printing.

12.1.16 Close-Out TUFMIS-Out Process. The process reviews the TUFMIS-Out File for any transactions. If it finds any, it runs the Close-Out TUFMIS-Out Transactions-Out Process to forward transactions to the appropriate financial activity.

12.1.17 Produce Input Log Report. The process creates the Input Journal Report to list all input transactions processed since the previous Close-Out. It then appends these transactions to the Input Journal File.

12.1.18 Produce Output Log Report. The process creates the Output Journal Report to list all output transactions processed since the previous Close-Out. It then appends these transactions to the Output Journal File.

12.1 .19 Print Counters. The process reviews the counters. If they show a quantity, you may print the reports or wait until the completion of Close-Out. The following reports are automatically produced during Close-Out: Customer Status to Non-Automated Customers, Supply Performance Report, Output Delinquent Count Report, Listing of Files Backed Up, Manager Suspense File Report, Referral MRO Report, Receipt Override Log, and Manager Error Listing.

12.2 Close-Out Procedures. To start the Close-Out Process, enter **CLO** on the action line and press <Esc>. The process displays the screen in figure 12.2-1.

DATE: MM/DD/YY	SARSS1 CLOSE-OUT PROCESS	TIME: HH:MM:SS
WARNING: CLOSEOUT MUST BE RUN AT THE MASTER WORK STATION.		
FOR LIST OF PROCESSES THAT ARE EXECUTED DURING CLOSEOUT PRESS <HELP>.		
ENSURE LETTER SIZE FORMS ARE IN THE PRINTER AND THE PRINTER IS IN A READY CONDITION		
ENSURE THAT YOU HAVE SUFFICIENT INITIALIZED DISKETTES ON HAND AND/OR TAPE STREAMERS WHICH WILL BE UTILIZED DURING BACKUP OF MASTER FILES AND THE CUSTOMER-OUT/TRANSACTION-OUT PROCESS.		
PRESS <Esc> TO CONTINUE WITH CLOSEOUT		
ACTION: <HOME>=HELP	<=== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0457 LOGOUT = QUIT

Figure 12.2-1. SARSS1 Close-Out Process Screen

a. Before pressing <Esc>, make sure you have enough initialized diskettes or tape cartridges to complete this process. Tape is recommended for backing up files, because of the greater storage space available and ease of handling.

b. After you press <Esc>, the process reviews the Suspense File for requests and receipts awaiting catalog build, reads the print counters for any with a quantity, and reads the Transaction-Out and TUFMIS-Out Files for output transactions. The process displays the screen in figure 12.2-2 if these conditions appear.

DATE: MM/DD/YY	SARSS1 CLOSE-OUT PROCESS	TIME: HH:MM:SS
SUSPENSE FILE CONTAINS TRANSACTIONS AWAITING CATALOG BUILD		
YOU HAVE REPORTS TO PRINT		
YOU HAVE RECORDS IN TRANSACTION OUT FILE.		
TO PROCESS ANY OF THE ABOVE CONDITIONS ENTER COMMAND (RSEL) TO PRINT REPORTS, (TRANSOUT) TRANSACTION-OUT, (CATB) CATALOG BUILD, OR PRESS <Esc> TO CONTINUE WITH CLOSEOUT.		
ACTION: <HOME>=HELP	<== ENTER COMMAND TO SELECT YOUR PROCESS MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;	SCREEN 0458 LOGOUT = QUIT

Figure 12.2-2. SARSS1 Close-Out Process (Transactions Waiting) Screen

c. This screen gives you several options:

(1) You can exit the Close-Out Process to take care of transactions which have been received or processed into the system while the initial phases of Close-Out were running.

(2) You can exit the process to build Catalog Records for transactions in the Suspense File.

(3) You can exit the process to print the reports waiting to be output.

(4) You can continue with the Close-Out Process.

d. Follow the directions at the bottom of this screen to proceed as desired. If you choose to exit the Close-Out Process at this point, you will need to start the process with the CLO command when you decide to return to it.

e. To continue with Close-Out, simply press <Esc>. The process displays a series of message screens as follows (if there are transactions in the system causing that process to be run):

(1) Performing Close-Out Trans-In.

(2) Request for Issue Processing.

- (3) Performing Net Assets/Excess/Replenishment Review.
- (4) Performing Suspense File Review.
- (5) Purging Duplicate Document Number File.
- (6) Performing Input/Output Log Purge Process.
- (7) Performing Customer Catalog Purge Process.
- (8) Purging SNR Journal File.
- (9) Reviewing Inventory Control File.
- (10) Producing Late Material Release Confirmation Report.
- (11) Performing Document History Purge Process.

f. After these processes are complete, the screen in figure 12.2-3 appears with a prompt to ensure that all workstations have been turned off prior to continuing Close-Out.

DATE: MM/DD/YY	SARSS1 CLOSE-OUT PROCESS	TIME: HH:MM:SS
 CAUTION: PLEASE ENSURE THAT THE FOLLOWING STEPS HAVE BEEN COMPLETED BEFORE CONTINUING WITH THE CLOSEOUT PROCESS:		
<ul style="list-style-type: none">1. Ensure that all PDCD processing have been completed.2. Operator's have successfully LOGGED OFF the PDCDs.3. All PDCDs have been turned off.4. All workstations have been LOGGED OFF.		
PRESS <ESC> TO CONTINUE when all of the above steps have been completed.		
SCREEN 0458		

Figure 12.2-3. SARSS1 Close-Out Process Caution Screen

g. If all workstations are not turned off, the screen in figure 12.2-4 appears.

The following workstations are still active or still have processes running on the server:

AJT02

Press <Enter> to continue, once workstations Are logged off
Or enter "t" terminate workstations currently
logged on =>

Figure 12.2-4. SARSS1 Disable Workstations Warning Screen

h. When <Enter> "t" to terminate, the screen in figure 12.2-5 appears.

WARNING Please ensure these workstations have completed
Processing and have logged
off before continuing

AJT02

Press "c" to cancel or press "t" to continue With the termination
and the shutdown
Process =>

Figure 12.2-5. SARSS1 Disable Workstations Warning Screen 2

- i. If all PDCDs are not turned off, the screen in figure 12.2-6 appears.

The following PDCD(s) are still running:

PDCD: mA	Running-Receipts
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Press <Enter> when ready or enter "abort" to terminate
improperly exited PDCD(s) =>

Figure 12.2-6. PDCD Running Screen

- j. After all workstations have been turned off and PDCD users have logged off, press <Esc>. The process displays the screen message "Performing Supply Performance." After the process computes the supply performance and several other processes, the screen in figure 12.2-7 appears.

DATE: MM/DD/YY	CLOSE OUT BACKUP OF SARSS1 FILES	TIME: HH:MM:SS
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SELECT THE MEDIA TO BE USED:

ENTER: 'D' FOR DISKETTE OR
'T' FOR TAPE STREAMER

PRESS <Esc>

CAUTION: DURING BACKUP OF THE SARSS1 FILES ALL WORKSTATIONS WILL BE
DISABLED. ENSURE THAT ALL WORKSTATIONS ARE NOT IN USE.

SCREEN 0456

Figure 12.2-7. Media Selection for Close-Out Screen

k. During Close-Out, the process automatically backs up all SARSS1 files. The files are backed up in case a system failure occurs or records are destroyed. Backup copies are used to recover information that was stored in the SARSS1 computer. The process creates backup files after each successful Close-Out Process and writes them to a tape cartridge or diskette. When a diskette is full, a message requesting that another diskette be inserted is displayed.

l. This screen allows you to select the type of output medium desired for backup. Only one type of medium can be selected at any given time. A caution message is displayed to remind you that all workstations must be logged off before continuing this process. Enter **D** for diskette or **T** for tape, and press <Esc>.

(1) Continue with the backup by following the screen prompts. The first screen displayed is shown in figure 12.2-8.

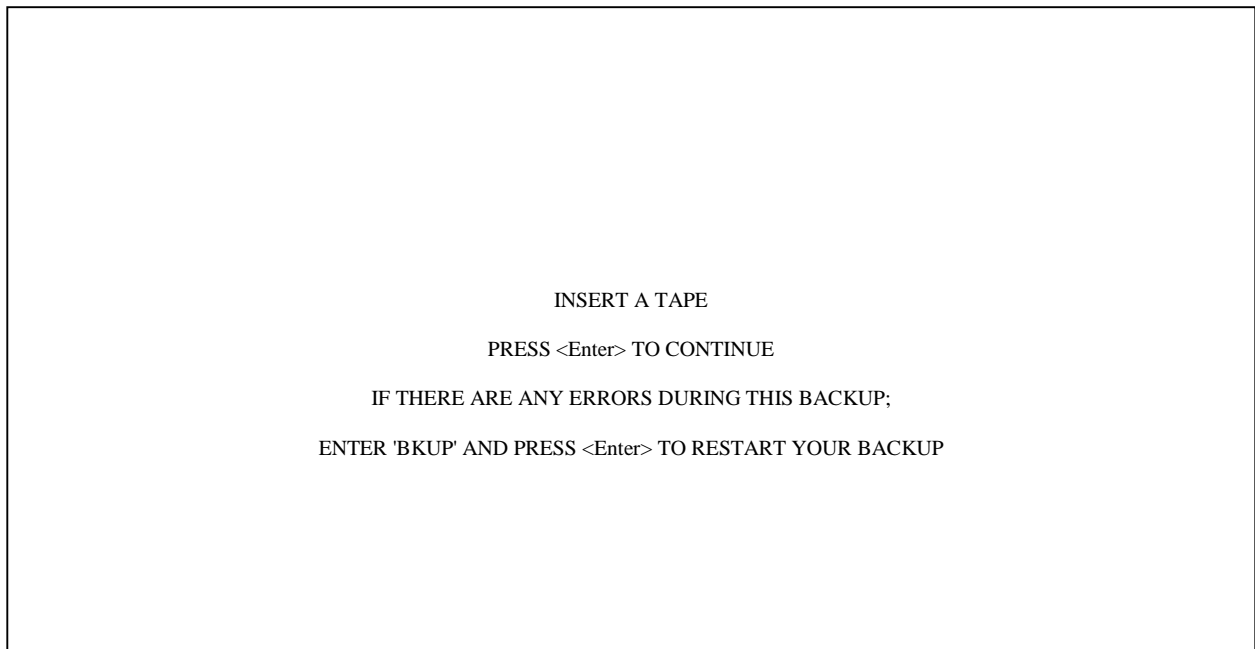


Figure 12.2-8. Backup of SARSS1 Master Files (Tape Cartridge) Screen

(2) The process scrolls through a series of screens as it archives the files. If any problems are encountered while the backup is in process, the process displays a command line directly below the error message. Follow the screen prompts by entering **LOGO** on the command line and pressing <Esc>. The screen in figure 12.2-7 will return to allow you to restart the Backup Process.

(3) Upon completion, the screen in figure 12.2-9 provides tape labeling and process continuation instructions.

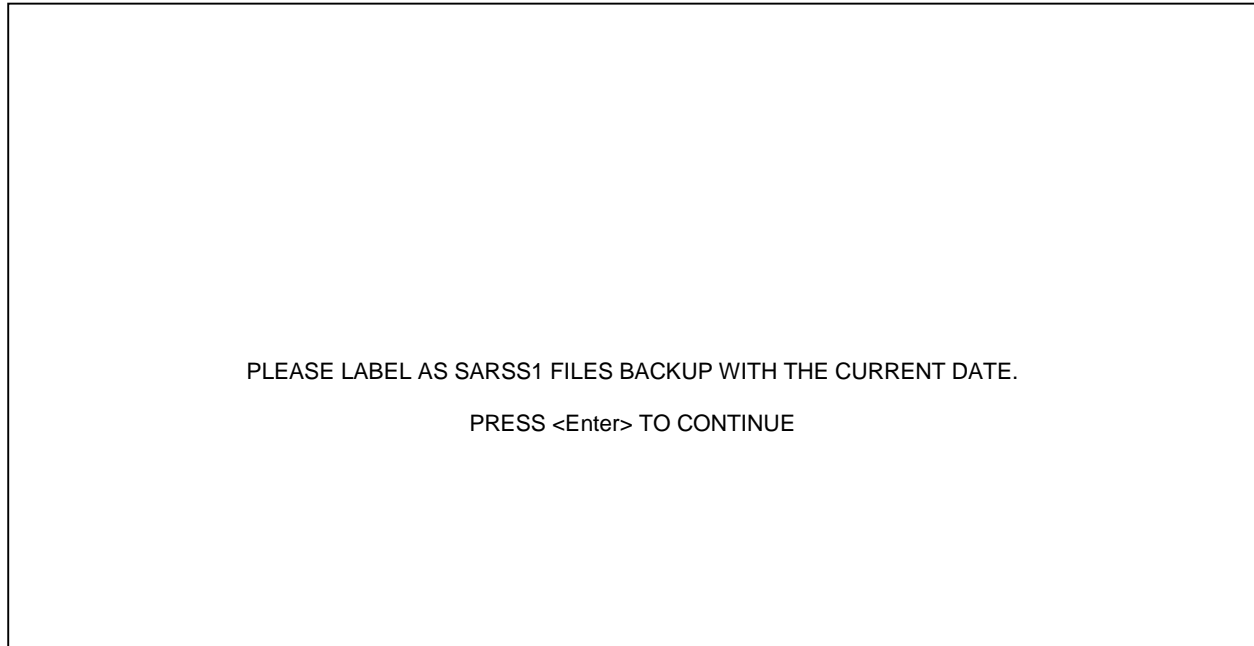


Figure 12.2-9. Message with Label Instructions Screen

(4) The process then prompts you to indicate if the backup failed or was successful, as shown in figure 12.2-10. If the backup failed, the process allows you to repeat the Backup Process.

DATE: MM/DD/YY	SARSS1 BACKUP	TIME: HH:MM:SS
ENTER 'X' IF BACKUP FAILED		
ENTER 'X' IF BACKUP WAS SUCCESSFUL		
THEN PRESS <Esc> TO CONTINUE		
		SCREEN 0443

Figure 12.2-10. Backup Failed or Successful Screen

(5) If you verify a successful backup and press <Esc>, the screen in figure 12.2-11 appears.

DATE: MM/DD/YY	SARSS1 BACKUP	TIME: HH:MM:SS
<p>YOU MAY NOW LOG ON ALL WORK STATIONS.</p> <p>YOU MAY RESUME PROCESSING ON ALL WORKSTATIONS</p> <p>PRESS <Esc> TO CONTINUE</p>		
SCREEN 0444		

Figure 12.2-11. Resume Processing on Workstations Screen

m. After you press <Esc>, the process checks the Transaction-Out, TUFMIS-Out, and Catalog Hold Files. If any transactions exist in these files, the process displays a working message and sends them to the appropriate activity (SARSS2AC/B, SAMS, ULLS, etc.).

(1) The Catalog File is output to customers first, followed by transactions in the Customer-Out File, and then transactions to other SARSS and financial activities.

(2) The process will display the Transaction-Out File Report screen. This screen provides the operator with several print options regarding the report (i.e., No Printed Report; Print Report In NIIN, Document Number, or DIC sequences). This report will list all transactions in the TOF since the last Close-Out or Trans-Out Process was run, allowing for immediate tracking of transactions which have affected a specific line.

(3) After the process has output the Customer-Out, Transaction-Out, and TUFMIS-Out Files, it displays the "Creating Queue Entries" message.

n. To create queue entries, the process first creates header records for the output files. Then it processes all the files in the queue and displays a "Processing Entries" message.

- o. While the "Processing Entries" message is displayed, the process determines the type of output: point-to-point communications, hard copy, or diskette. When the files are ready for output to diskette, the screen in figure 12.2-12 appears. Press <Ctrl><C> to exit this screen if you do not want to output diskettes at this time. If you use <Ctrl><C> at any time during this process, you must use the Restart SNR command (SNR) to create the remaining output diskettes.

DATE: MM/DD/YY	AJP DISKETTE INTERFACE (DOS 3.50)	TIME: HH:MM:SS
<div>MOUNT A FORMATTED DISKETTE</div> <div>PRESS <ENTER> TO CONTINUE</div> <div>PRESS <Esc> TO CONTINUE</div>		

Figure 12.2-12. DOS CMS Interface Screen

p. Insert the diskette and press <Enter>. A screen displays label information as follows:

- (1) SRC RIC = Routing Identifier Code (RIC) of the sending activity.
- (2) DEST RIC = RIC of the receiving activity.
- (3) FILE ID = Name of the file being transmitted.
- (4) DISK # = Number of the diskette being created (1, 2, etc).
- (5) DATE/TIME = The date and time the diskette was created.
- (6) BATCH # = The number identifying the diskette batch.

q. After the file is copied on the diskette, the process displays a prompt to remove the diskette from the drive (figure 12.2-13) and label it with information displayed on the screen. After labeling the diskette, press <Esc>.

DATE: MM/DD/YY	AJP DISKETTE INTERFACE (DOS 3.50)	TIME: HH:MM:SS
REMOVE AND LABEL DISKETTE:		
CURRENT LABEL INFORMATION:		
SRC RIC : AIR	DEST RIC : S2A	
FILE ID : AJTS9A	DISK # 01	
DATE/TIME: 042190/082610	BATCH # 00006	
SEND		
PRESS <Esc> TO CONTINUE		
PRESS <END> TO EXIT		
		SCREEN 52

Figure 12.2-13. DOS Interface (Label Information) Screen

(1) If more diskettes are required, the screen in figure 12.2-14 will appear.

DATE: MM/DD/YY	AJP DISKETTE INTERFACE (DOS 3.50)	TIME: HH:MM:SS
MOUNT A FORMATTED DISKETTE		
PRESS <Esc> TO CONTINUE		
<END> TO EXIT		
SCREEN 50		

Figure 12.2-14. DOS CMS Interface Screen

(2) If you insert a diskette which already contains a file, the process informs you that you cannot use this diskette (figure 12.2-15).

DATE: MM/DD/YY	AJP DISKETTE INTERFACE (DOS 3.50)	TIME: HH:MM:SS
CANNOT USE THIS FILE		
FILE ALREADY EXISTS		
MOUNT ANOTHER FORMATTED DISKETTE		
PRESS <Esc> TO CONTINUE		
<END> TO EXIT		
SCREEN 56		

Figure 12.2-15. DOS CMS Interface (File Already Exists) Screen

(3) When all the files have been output, the process checks the Comm Queue to see if any other files need to be processed.

(4) If the queue has additional files to be processed, the process builds the header records for the files and prompts you to insert a diskette for output. After creating all diskettes for the Transactions-Out and TUFMIS-Out Processes, the process begins outputting diskettes for customers. The process goes through the same procedures for outputting diskettes in Customer-Out as it did for Transactions-Out or TUFMIS-Out.

r. When all transactions have been output by the process, two screens are displayed stating that the Input Log Report and Output Log Report are being created. After these reports have been sent to the Print Queue, the process appends the input transactions to the Input Journal File and output transactions to the Output Journal File.

s. When this is completed, the screen in figure 12.2-16 appears. Press <Esc> to obtain the SARSS1 Report Selection screen to begin printing reports, or enter a command on the action line and press <Esc> to exit the process.

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DATE: MM/DD/YY                                SARSS1 CLOSE-OUT PROCESS                                TIME: HH:MM:SS

YOU HAVE REPORTS TO PRINT

PRESS <Esc> TO PRINT OR

ENTER COMMAND TO EXIT CLOSE-OUT.

ACTION:                                <=== ENTER COMMAND TO SELECT YOUR PROCESS
<HOME>=HELP                            MENU = PREVIOUS MENU; SMM = SARSS MASTER MENU;  LOGOUT = QUIT

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Figure 12.2-16. SARSS1 Close-Out Process (Print) Screen

t. The Close-Out Process generates several reports and listings as a result of transactions processed since the last running of Close-Out. The following reports or listings automatically go to the Printer Queue. See appendix C for a sample of each of these reports. After these reports finish printing, give them to the SSA supervisor.

- (1) Delinquent Inventory Records Report (AJT-022).
- (2) Manager Suspense File Report (AJT-008).
- (3) Daily Transactions Recap (NO PCN).
- (4) Daily Performance Report (AJT-017).
- (5) Input Log Report (AJT-032).
- (6) Output Log Report (AJT-033).
- (7) Listing Of Master Files Backed Up (NO PCN).
- (8) Supply Performance Report (AJT-040).
- (9) Receipt Override Log (AJT-039).

- (10) SARSS1 Transaction-Out File Report (NO PCN).
- (11) Manager Password Review Report (AJT-060).

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